



IAS User Tips



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IMPORTANT INFORMATION FOR IAS USERS

Following the Integrated Acquisition System (IAS) User tips below will improve IAS processes and prevent Users from creating unnecessary errors.

General

Transactions Processed in IAS: All IAS obligations must complete through the payment process; transactions can be canceled up to the amount that has not been paid out of IAS. If a User attempts to cancel a payment that has already been paid s/he will receive an error message from IAS. No transaction can be partially conducted in IAS and the Foundation Financial Information System (FFIS) interchangeably. The transactions must be fully conducted via IAS once commenced. This includes cancellations, modifications, deobligations, and payments. For example, Users with access to FFIS should not enter a payment (PV) in FFIS against an IAS obligation (IO/IN).

Payments Against Awards: The Administrative Payments Branch (APB) invoice processors can only make payments against approved Awards with approved receipts. They cannot process invoice transactions against unapproved Awards, Awards with disapproved modifications or Awards with receipts that have errors.

Deleting Documents: Users should never delete a document that they have submitted for approval without consulting the Help Desk.

Matching: All receipts and invoices must be matched to the requisition and obligation documents created in IAS only. No obligation documents can be created in FFIS to match to an IAS requisition document. And no payment documents can be created in FFIS to match to an IAS obligation.

Requisitions

Unit of Measure: When creating a requisition, use the same unit of measure that will be used for invoicing. For example, if a User is purchasing one year of copier maintenance and the vendor will invoice every month, use "US Dollars" or "Month" as the unit of measure, INSTEAD of one "Year". Otherwise, the User will be forced to receipt in decimals, which can cause unnecessary FFIS errors. If a User sets up a requisition in "Months" the transaction must have fixed monthly payments. It is a best practice to use "US Dollars" for transactions with variable payments.

Shipping: Users should include a separate funding line item on Awards that may have shipping charges added to the invoice. APB invoice processors do not have the ability to modify Awards to add funding for shipping charges.

Funding: Requisitioners should work with their Budget Approver to ensure that they are using appropriate accounting codes and budget objective codes.



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Awards

Automatic Payments: Awards should be set up as recurring payments ONLY when there will be equal payments for a pre-determined number of time periods. These transactions must be fully funded at time of Award.

- All fields (payment amount, number of payments, etc.) must be completed when creating recurring payments.
- Recurring payment Awards can be modified only in the case of deobligation. Therefore, recurring payments should not be used for Awards that will be modified yearly to add funding.

Deletion of Modification Documents: It is a best practice to never delete a modification to an Award document in IAS. This is especially important for disapproved modifications since payments cannot be made on Awards with a disapproved modification, even if the modification was deleted.

Federal procurement Data Systems-Next Generation (FPDS-NG) Report

Finalization/Approval: Users should not go directly to the FPDS-NG Website to enter data for Integrated Acquisition System (IAS) Awards. The "Approve" button will remain grayed out in IAS. The FPDS-NG report is automatically finalized (approved) when the Award is released in IAS.

Purchase Card Transactions: Contracting Officers (COs) who decide to use their purchase cards for IQ commit will need to request the Budget Approver to cancel the commitment requisitions as the payment process is not via IAS for Purchase Card Management System (PCMS) transactions.

Receipts

Receipt Date: In order to ensure timely vendor payments, receipts should be entered promptly upon receipt/acceptance of the goods or services procured. The receipt date in IAS defaults to the data entry date. Users should enter the actual receipt/acceptance date in IAS to ensure that any Prompt Payment interest due to the vendor is calculated and paid accurately. **WARNING:** Users cannot modify the receipt date when using the "Express Receipt" functionality in IAS.

Partial Receipt: Users should only use WHOLE NUMBERS (1, 5, 12) when creating receipts. Receipting in decimals (.12, .0845) often creates unnecessary FFIS errors.

Payment: Receipts must be entered by agency Receivers before invoices can be paid; APB cannot create receipts in IAS.

Invoices

IAS Invoice Cover Sheet: IAS Invoice Cover Sheet (formerly AD-838B): It is a best practice to always attach a completed IAS Invoice Cover Sheet for all invoices that are sent to an agency instead of going directly to APB. This greatly enhances the speed at which invoices can be entered into IAS and ensures that payments are applied to the correct accounting lines.



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PPAY Errors

To eliminate many of the PPAY errors Users should review the IAS System Procedures Document for IAS Release 2.5 Sections 2.2 and 2.3. These sections outline IAS transactions that should **NOT** be submitted through IAS. Transactions that should not be processed through IAS comprise the majority of the CVANE errors.

Comments/Suggestions

To share additional IAS User Tips or to submit comments or suggestions to the IAS Team, please contact the IAS Help Desk at 1-866-IAS-8686 or support@iashelpdesk.com.

Additional Information: For additional information on IAS, please visit our website at: <http://ias.usda.gov>.